

To: CN=Jenny Thomas/OU=DC/O=USEPA/C=US@EPA[]
Cc: CN=Sheila Eckman/OU=R10/O=USEPA/C=US@EPA;CN=Michael Szerlog/OU=R10/O=USEPA/C=US@EPA;CN=Candace Smith/OU=R10/O=USEPA/C=US@EPA;CN=Gloria Posey/OU=DC/O=USEPA/C=US@EPA;CN=Terry Howard/OU=DC/O=USEPA/C=US@EPA[]; N=Michael Szerlog/OU=R10/O=USEPA/C=US@EPA;CN=Candace Smith/OU=R10/O=USEPA/C=US@EPA;CN=Gloria Posey/OU=DC/O=USEPA/C=US@EPA;CN=Terry Howard/OU=DC/O=USEPA/C=US@EPA[]; N=Candace Smith/OU=R10/O=USEPA/C=US@EPA;CN=Gloria Posey/OU=DC/O=USEPA/C=US@EPA;CN=Terry Howard/OU=DC/O=USEPA/C=US@EPA[]; N=Gloria Posey/OU=DC/O=USEPA/C=US@EPA;CN=Terry Howard/OU=DC/O=USEPA/C=US@EPA[]; N=Terry Howard/OU=DC/O=USEPA/C=US@EPA[]
Bcc: []
From: CN=Rachel Fertik/OU=DC/O=USEPA/C=US
Sent: Fri 7/8/2011 11:14:15 PM
Subject: Call to RTP for request video conference hookup: Executive Briefing 7/12

Jenny -

This may still need to be done: to call RTP (see below) if Gloria or Terry Howard hasn't put in the request. Please can you coordinate with the various POCs listed below (I already asked Candace to give you a call) and find out who to call in RTP and what info exactly to give them and what to ask for. The names of the rooms we are using is listed in my prior email.

Thanks,
Rachel

From: Candace Smith/R10/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA
Cc: Sheila Eckman/R10/USEPA/US@EPA, Michael Szerlog/R10/USEPA/US@EPA
Date: 07/08/2011 10:52 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Rachel,

What RTP will need to know is the Room Names where the VTC's will be. An IP address would be helpful to them if a 'worse case' scenario happens where they cannot locate the VTC by room name. Once they know that, RTP will take care of connecting all the VTC's for this meeting. All you'd have to do is make sure the VTC is turned on.

As for the "gotomeeting" for the presentation, I'll let Michael Szerlog handle that part, if you don't mind, Michael.

Candace H. Smith
Admin. Specialist to Michelle Pirzadeh
EPA, Region 10
1200 Sixth Avenue, Suite #900
Seattle, WA 98101
(206) 553-6524

From: Rachel Fertik/DC/USEPA/US
To: Candace Smith/R10/USEPA/US@EPA
Cc: Sheila Eckman/R10/USEPA/US@EPA, Michael Szerlog/R10/USEPA/US@EPA
Date: 07/08/2011 07:35 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Thanks.

OK, so Gloria wrote this morning to say that her contractor, Haile Gabriel will be at the HQ conference room to assist. Her number is 564-0380, and Gloria is 202/564-0465. Martha Workman should also be kept in the loop. I'll let you guys take it from here. I'll be in until about 6pm EDT in case you need anything from HQ end.

Cheers,
Rachel

From: Candace Smith/R10/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA
Cc: Sheila Eckman/R10/USEPA/US@EPA, Michael Szerlog/R10/USEPA/US@EPA
Date: 07/08/2011 10:30 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Rachel,

No need to apologize. But I would like to get clear in my mind who is going to be facilitating the video conferencing and presentation in HQ, so I may contact them to help out if needed.

Candace H. Smith
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EPA, Region 10
1200 Sixth Avenue, Suite #900
Seattle, WA 98101
(206) 553-6524

From: Rachel Fertik/DC/USEPA/US
To: Sheila Eckman/R10/USEPA/US@EPA
Cc: Candace Smith/R10/USEPA/US@EPA, Michael Szerlog/R10/USEPA/US@EPA
Date: 07/08/2011 05:45 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

I'm happy to help in any way I can from HQ this week, and also happy to step back and let the tech-wizards take the lead on the video conferencing. So long as they are in contact with each other and know what the request is, will that be enough to move forward? Or should I be making additional requests to facilitate their assistance? I definitely got the impression from Gloria that she wasn't responsible for getting all the ducks in a row.

Again, Candice, I apologize for my ignorance. Let me know how I can help!

- Rachel

From: Sheila Eckman/R10/USEPA/US
To: Candace Smith/R10/USEPA/US@EPA
Cc: Michael Szerlog/R10/USEPA/US@EPA, Rachel Fertik/DC/USEPA/US@EPA
Date: 07/07/2011 06:48 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Great! If the second screen is connected to the LAN, you can use gotomeeting by accessing the directions below. I think that Mike Szerlog is going to be attending the briefing with Dennis. He is very familiar with using gotomeeting and can help out. If all else fails, you can use the hard copies. Thanks!

Sheila M. Eckman
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EPA Region 10
(206)553-0455
eckman.sheila@epa.gov

From: Candace Smith/R10/USEPA/US
To: Sheila Eckman/R10/USEPA/US@EPA
Cc: Rachel Fertik/DC/USEPA/US@EPA, Martha Workman/DC/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Robert Stevens/DC/USEPA/US@EPA, Terry Howard/DC/USEPA/US@EPA
Date: 07/07/2011 03:45 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Sheila,

I'm sorry, I've never heard the term "gotomeeting". We DO have power point capability for Dennis to view. We now have 2 screens in the ET conference room. One to see the people and one to view presentations.

Candace H. Smith
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1200 Sixth Avenue, Suite #900
Seattle, WA 98101
(206) 553-6524

From: Sheila Eckman/R10/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA
Cc: Martha Workman/DC/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA, Robert Stevens/DC/USEPA/US@EPA, Terry Howard/DC/USEPA/US@EPA
Date: 07/07/2011 03:42 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

We have a gotomeeting access set up to view the powerpoint. We should be able to lead the powerpoint presentation via gotomeeting from Alaska. I have been told that we will not have gotomeeting capability in the conference room in Seattle while we are using the VTC equipment. I suggest that an updated presentation be sent to Candace Smith and they will have to follow with hard copy.

Gotomeeting instructions:

. Please join my meeting.

<https://www3.gotomeeting.com/join> Ex. 5 - Deliberative

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial Ex. 5 - Deliberative

Access Code: Non-Responsive

Audio PIN: Shown after joining the meeting

Meeting ID: Non-Responsive

GoToMeeting®

Online Meetings Made Easy™

Audio: I assume that we will use the audio from the Video conference line and not the gotomeeting line OR the conference line which was sent out with the meeting invitation. Right?

Sheila M. Eckman
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eckman.sheila@epa.gov

From: Rachel Fertik/DC/USEPA/US
To: Martha Workman/DC/USEPA/US@EPA
Cc: Peg Lane/R10/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA, Robert Stevens/DC/USEPA/US@EPA, Terry Howard/DC/USEPA/US@EPA
Date: 07/07/2011 03:23 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Thanks, all.

There was a lot of info passed back and forth today working towards setting up the video conference executive briefing on Tuesday - thank you. I'm new to video conferencing and basically just trying to facilitate a request from Bob and Nancy, so I appreciate your patience. Also, I now understand that we also have to bring in the Region 10 RA to this teleconference.

The briefing will be 1-3pm EDT, and the setup/testing will be in the hour immediately preceding.

Please reply-all to fill in any blanks. To Be continued tomorrow - must dash.

- Rachel

202-4566-1452

Technical POC's

HQ - Terry Howard and Gloria Posey

Alaska - Peg Lane, Sheila Eckman as backup

Seattle -

ROOM RESERVATIONS

HQ 3106C EPA East conference room - I just had confirmation from Robert Stevens that the room is now available to us from 1-2 and he will move his meeting (thanks, Robert!).

Martha, if you haven't already, could you please reserve that room fully from 12:00-3pm EDT on 7-12 so nobody else takes it? Thank you very much.

R10 Alaska conference room is also now reserved, I believe.

R10 Seattle - if your room isn't already reserved, please reserve it for that timeslot.

POWERPOINT VIEWING

R10 Alaska office will be the presenters. According to Gloria Posey, at least in terms of the HQ video conferencing equipment, only CTS equipment can be connected to the networks. Both of the OW HQ Immediate Office Conference rooms 2369B and 3106C have: 1. a computer, 2. video capability, 3. internet capability, and 4. teleconference capability. We do not have any additional CTS machines (laptop or cpu) that can be placed in a conference room.

We need both R10 office POCs to determine whether this same capability will work for them, and allow Alaska to transmit the powerpoint to R10 Seattle and HQ.

IN-ROOM TECH ASSISTANCE FOR PARTICIPANTS

Does each office have help for the participants getting started at 1pm EDT?

Martha - who would be that person for HQ please?

From: Martha Workman/DC/USEPA/US

To: Peg Lane/R10/USEPA/US@EPA

Cc: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila

Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace Smith/R10/USEPA/US@EPA

Date: 07/07/2011 03:11 PM

Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Thank you!

Martha

Martha Lee Workman
Executive Assistant/Scheduler for
Nancy K. Stoner, Acting Assistant Administrator
Office of Water (4101M)
Immediate Office
1200 Pennsylvania Avenue., NW
Washington, DC 20460
Cubicle 3219D EPA East
Telephone: (202) 564-3774
Fax: (202) 564-0488
E-mail: workman.martha@epa.gov

From: Peg Lane/R10/USEPA/US
To: Martha Workman/DC/USEPA/US@EPA
Cc: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA, Sheila
Eckman/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Candace
Smith/R10/USEPA/US@EPA
Date: 07/07/2011 02:55 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

I'll make sure the VTC in the AOO Large Conference Room is on and ready to receive any transmissions from HQ an hour before the start of the meeting for testing purposes. I will also make sure there is a laptop connected to the network so Sheila can activate the GoTo meeting. Hopefully, we won't have any connection issues.

If needed, the direct line for the conference room is: 907-271-5086

~~~~~  
Peg Lane  
U.S. Environmental Protection Agency  
Alaska Operations Office  
222 W. 7th Avenue, #19 (Rm. 537)  
Anchorage, AK 99513-7588  
907-271-3206 (Ph)  
907-271-3424 (Fax)  
<http://www.epa.gov/r10earth>  
~~~~~

From: Martha Workman/DC/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA, Carol McRae/DC/USEPA/US@EPA
Cc: Sheila Eckman/R10/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA
Date: 07/07/2011 10:47 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Rachel,

I'm cc'ing Carol McRae on this in regards to Conference Room 3106 EPA East. Thank You!

Martha

Martha Lee Workman
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From: Rachel Fertik/DC/USEPA/US
To: Sheila Eckman/R10/USEPA/US@EPA
Cc: Peg Lane/R10/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA, Gloria Posey/DC/USEPA/US@EPA, Martha Workman/DC/USEPA/US@EPA
Date: 07/07/2011 12:41 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

I'm adding Gloria Posey and Martha Workman to this email conversation.

Gloria,
Nancy Stoner and Bob Sussman will also need a computer/projector that will be on the network to log into GotoMeeting and follow the PowerPoint presentation. Will you be able to take care of that? If not, who should we ask?

Peg asked if it is possible to test the VTC connection today, as she has a very full schedule on 7/12. She has reserved the VTC in the AOO large conference room in the Alaska R10 office.

Martha - I just left a voicemail for you about this executive briefing. I'm hoping that you might be able to help me reserve the conference room 3106C, which has the video conferencing equipment.

Thanks!

- Rachel

From: Sheila Eckman/R10/USEPA/US
To: Peg Lane/R10/USEPA/US@EPA
Cc: Rachel Fertik/DC/USEPA/US@EPA, Palmer Hough/DC/USEPA/US@EPA
Date: 07/07/2011 12:31 PM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

We will need a computer that will be on the network to log into gotomeeting. I could bring my laptop with an air card but I'm not sure it would work there. The DC folks will also need a computer/projector to follow the presentation in gotomeeting. Thanks!

Sheila M. Eckman
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EPA Region 10
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eckman.sheila@epa.gov

From: Peg Lane/R10/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA
Cc: Palmer Hough/DC/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA
Date: 07/07/2011 09:07 AM
Subject: Re: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Good morning, All -

The VTC in the AOO large conference room has been reserved. My preference is to test the connection today, if possible. I've got a very full schedule on 7/12 with IRU staff from the regional office coming to AOO and I've set my day aside to work with those folks.

Will we just be connecting VTCs in Anchorage and HQ, and not using other equipment (ie. powerpoints via laptop, etc.)?


~~~~~  
Peg Lane  
U.S. Environmental Protection Agency  
Alaska Operations Office  
222 W. 7th Avenue, #19 (Rm. 537)  
Anchorage, AK 99513-7588  
907-271-3206 (Ph)  
907-271-3424 (Fax)  
<http://www.epa.gov/r10earth>  
~~~~~

From: Rachel Fertik/DC/USEPA/US
To: Sheila Eckman/R10/USEPA/US@EPA, Peg Lane/R10/USEPA/US@EPA
Cc: Palmer Hough/DC/USEPA/US@EPA
Date: 07/07/2011 07:07 AM
Subject: Fw: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Sheila and Peg -

I talked with Gloria. This is going to take several steps, including a 10 minute dry run on Monday to check the connection. I'm going to need to request that a couple staff move their meetings currently scheduled for the room here, which is 3106 EPA East.

Sheila - How long is this briefing scheduled to last? 1-2:30? Should I schedule 1-3 just to be safe?

Peg - do you know what room will be used on your end? According to Gloria, she needs to know this in order to know which to "dial in".

Also, do we know how many people will be speaking in AK? This determines whether we will need a "bridge line" from RTP.

Thanks,
Rachel

----- Forwarded by Rachel Fertik/DC/USEPA/US on 07/07/2011 11:01 AM -----

From: Gloria Posey/DC/USEPA/US
To: Rachel Fertik/DC/USEPA/US@EPA
Cc: "Terry Howard" <Howard.Terry@epamail.epa.gov>
Date: 07/07/2011 06:18 AM
Subject: Re: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Hi,

Please give me a call regarding this request.

Thanks.

Gloria J. Posey
202-564-0465 (office)
202-281-0873 (BB Cell)
202-564-0500 (Fax)

----- Original Message -----

From: Rachel Fertik
Sent: 07/06/2011 07:14 PM EDT
To: Terry Howard; Gloria Posey
Cc: Sheila Eckman; Palmer Hough; Peg Lane; Richard Parkin
Subject: Request for tech assistance: Executive Briefing 7/12 via Video Conferencing

Hello Terry and Gloria,

I understand you are two of the HQ POC for setting up HQ-Region video conferencing. Is that correct? If so, I'd like to request some assistance in coordinating setup for a video conference scheduled on July 12, at 1-3pm EDT. The other participating office (the other camera) will be the Alaska Operations office, and (as you're probably aware) the video conference tech POC in Alaska is Peg Lane, copied above. This meeting will include senior management from both offices.

I believe Peg is already up to speed on the participants and needs for this video conference, so the main purpose of this email is to put you in touch with her so that you can coordinate the logistics.

Could you please confirm receipt of this email so I know that the request has been received? Also, let me know if you need further information about this meeting from OW, since I can help you from the HQ end.

Thank you very much
Rachel

Rachel Fertik
U.S. EPA - Office of Wetlands, Oceans and Watersheds
202-566-1452
